



MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION AUGUST 8, 2007

Chair John Bauer called the meeting to order at 7:30 p.m. Present at the meeting were Vice-Chair Lenny Levy, Commissioners Matthew Hopkins, Lloyd Kaufman, and Danny Winborne, Alternate Commissioner Geri Lanier, City Attorney Cathy Borten, Planning and Code Administration Director Greg Ossont, Planning Director Lauren Pruss, Community Planning Director Trudy Schwarz, Planners Jacqueline Marsh, Patricia Patula, Rob Robinson, and Caroline Seiden, Planning Intern Allen Meyer, and Recording Secretary Myriam Gonzalez. Chair Bauer noted Alternate Commissioner Lanier would sit at the dais but would not actively participate this evening, since all Commissioners were present.

I. APPROVAL OF MINUTES

July 25, 2007, Planning Commission Meeting

Vice-Chair Levy moved, seconded by Commissioner Kaufman, to APPROVE the Minutes of the July 25, 2007, Planning Commission Meeting, as submitted.

Vote: 4-0-1 (Abstained: Winborne)

II. CONSENT

AFP-07-021 -- Stefanou Property R-90 Zone
20 Maryland Avenue
New Garage (Demolition of Existing)
AMENDMENT TO FINAL PLAN REVIEW

AFP-07-027 -- Lee Property MXD Zone
656 Bright Meadow Mews
Addition of Storage Room Under Existing Sunroom
AMENDMENT TO FINAL PLAN REVIEW

Vice-Chair Levy moved, seconded by Commissioner Winborne, to APPROVE the Consent Agenda.

Vote: 5-0

III. SITE PLANS

AFP-07-025 -- Gaithersburg North Research MXD Zone
200 Professional Drive
Modifications to Parking
AMENDMENT TO FINAL PLAN REVIEW

Planning Intern Meyer located the site on an aerial photograph and introduced the applicant.

Applicant and developer Frank Mondell, The Williamson Group, provided background information about this site, noting the building would be undergoing a renovation. He indicated the proposal is to relocate the loading dock area away from the main entrance and bring the handicapped parking into compliance with the Americans with Disabilities Act (ADA). He presented a colored site plan and elevations, noting the proposed location of the loading dock and changes to the handicap ramp. The project engineer and architect were available for questions.

There was no testimony from the public.

Mr. Meyer voiced staff's recommendation for approval, as the plan meets the approval criteria in the City's Zoning Ordinance, subject to the condition listed in the motion below.

Commissioner Winborne commented favorably on the proposal and the Commission moved as follows:

Commissioner Kaufman moved, seconded by Commissioner Winborne, to grant AFP-07-025 - Gaithersburg North Research, AMENDMENT TO FINAL PLAN APPROVAL, finding it in compliance with Zoning Ordinance §§ 24-170 and 24-172, with the following condition:

1. Applicant is to double-stripe all new parking stalls.
- Vote: 5-0

SP-07-0007 -- Bank Street	C-2 Zone
1 Bank Street/Quince Orchard Road	
One-Story Bank	
PRELIMINARY PLAN REVIEW	

Planner Seiden located the property.

Engineer for the applicant Paul Newman, Macris, Hendricks and Glascock, discussed the existing characteristics of the property and the site access. He presented the proposed plan, noting it proposes the subdivision of the property into two lots: one containing the existing building and the other containing the proposed one-story bank. He also discussed the proposed stacking increase along Bank Street, proposed drive-thru lanes, interior circulation, sidewalk, and landscaped islands. Mr. Newman noted the plan includes a green space increase from 1.5 percent to eight percent, adding, however, that a two-percent green space waiver would be needed at final plan review. He indicated that a sign package, final building square footage and parking count are not included in this review, since the tenant is not yet known.

Mr. Newman answered Commissioner Winborne's inquiry on parking availability by noting on the lot for the new bank the locations for additional parking, if needed. In response to Vice-Chair Levy, Mr. Newman indicated that the proposed bank might include green space as part of the building design, as part of the specifications for the Leadership in Energy & Environmental Design (LEED) certification. Commissioner Hopkins, noting that the LEED chart was partially left blank, requested that a notation be added to indicate that the chart will be completed when a tenant is identified. Commissioner Hopkins suggested moving the property line subdividing the two lots so as to include the sidewalk for the new bank on its own lot.

There was no public testimony.

Planner Seiden voiced staff's recommendation for approval, as the plan meets the approval criteria of the Zoning Ordinance, subject to the applicant's compliance with conditions that she listed.

Chair Bauer was concerned with the impact on Quince Orchard Road from the visibility of the lighted directional signage on the canopy over the drive-thru windows. He recommended adding a pedestrian connection from the proposed sidewalk on Bank Street into the site and landscaping to the south side of the building. Commissioner Hopkins shared the above comments. Staff noted that adding landscaping to the building would be premature at this time, since building specifications are unknown until a tenant is available.

Vice-Chair Levy moved, seconded by Commissioner Winborne, to grant SP-07-0007 - Bank Street, PRELIMINARY PLAN/ PRELIMINARY SUBDIVISION APPROVAL, finding it in compliance with Zoning Ordinance §§ 24-14 and 24-170, with the following conditions:

1. Applicant is to have a final forest conservation plan to be approved by Environmental Services prior to the submission of the final site plan;
2. Applicant is to submit a sign package for the bank with the final site plan application;
3. Applicant is to submit right-of-way abandonment documents from WSSC prior to issuance of any permits;
4. Applicant is to record all access and storm water management easements prior to the issuance of any permits; and
5. Applicant is to improve the pedestrian connectivity by adding lead walks from the public sidewalk to the building.

Vote: 5-0

SP-07-0004 -- Aventienc
Neighborhood 3, Phase I
FINAL SITE PLAN

MXD Zone

Commissioner Hopkins recused himself from this review due to possible conflicts of interest.

Planner Robinson located the property, noting the subject plan proposes 60 townhouses and 49 single-family detached units, and the community clubhouse and pool.

Applicant representative Gregory May, Crown Village Farm, LLC, located Neighborhood 3 and its Phases 1 and 2, noting this Neighborhood is a mixture of townhouses, single-family homes, and two-over-two units.

Landscape architect for the applicant, Matthew Clark, Land Design Inc., discussed the open public spaces and amenities, their hierarchy design and their locations, as well as the streetscape, hiker/biker trail, and recreation facility.

Architect for the applicant, Mark Orling, West, Orling Architecture, presented elevations for townhouses and single-family homes, noting each collection offers five to six models to provide as much variety as possible. He added that the townhouses are four stories.

Chair Bauer inquired as to where the house types would be located, stressing the importance of limiting repetitive elevations. Planner Robinson noted that the elevations and sitings must comply with the approved Design Guidelines and that staff would be enforcing that no three identical models be sited in close proximity. Chair Bauer pointed out that the streetscape variety as shown this evening is appropriate, but voiced a concern that the actual sitings, dictated by the market, might differ. Mr. Orling responded by indicating that every row of their units has the type of variety as shown tonight.

Robert Hutchenson, KB Homes Corporate Architecture, presented and discussed their two single-family products: rear and front-loaded traditional-style units to be located on Pod #3, noting the variety within each type, the treatment of key lots, and materials. He also noted that the siting of their units would follow the Design Guidelines.

Dan Cury, Ehrenkrantz, Eckstut & Kuhn Architects, presented and discussed the townhouse elevations and materials for KB Homes, noting their aesthetic emphasis lies on articulating traditional materials, building massing, and façade components rather than on ornamentation alone. He pointed out their unifying rooflines and window lines and their emphasis on base and entrances. He also presented and discussed the proposed elevations and materials for the Homeowners Association (HOA) facility, noting it would be a LEED-certified building.

Engineer for the applicant Sally Stewart, Charles P. Johnson & Associates, in response to Chair Bauer, located the units that would have no driveway, noting that this aspect of the plan was a deliberate design feature to keep cars in mid-block. Director Ossont added that this in no way creates a parking shortage for individual units, since they have garages. Also in response to Chair Bauer's inquiry about visibility of alley ends from Fields Road, Ms. Stewart noted the view is buffered by a combination of screen walls, brick columns and landscaping. Mr. Clark presented an exhibit (#31) to demonstrate the treatment of alley end conditions.

Chair Bauer emphasized the importance of providing sufficient space between the garage door and the sidewalk on front-loaded lots to park a car on the driveway without encroaching on the sidewalk. Ms. Stewart indicated that driveways would be 20 feet long. At Chair Bauer's request, she also discussed the wrap around conditions in Centex Homes units (Exhibit 84), and integration of Moderately Priced Dwelling Units (MPDU) and work force housing (Exhibit 78) in the streetscape.

There was no public testimony from the audience.

Planner Robinson voiced staff's recommendation for approval, noting the plan meets the approval criteria of the City Zoning Ordinance, subject to the applicant's compliance with conditions, which he referenced.

Chair Bauer commented favorably on the site plan and landscaping in general; voicing, however, a concern over the view of the alleys, particularly from Fields Road. Mr. Robinson explained that this plan includes in its design consideration of the alignment of the Corridor Cities Transitway (CCT), noting that if the latter were to be placed along the side of this development and not along the median, then Block R, facing Fields Road, would be redesigned and subject to Planning Commission review.

Commissioner Kaufman was concerned with not seeing the material samples nor the siting of the unit types on the plan and having to rely on the Design Guidelines. Mr. Robinson pointed out that unit types are identified within the submitted building elevations and on the plan within this phase. Mr. Robinson noted the elevations comply with the Design Guidelines, but the particular details of color and materials are not yet available for the lots. In response to Commissioner Winborne, Mr. Robinson further explained that if a home purchaser wishes a particular elevation on his lot, the minor amendment review/approval procedure would apply.

Director Ossont noted that the Design Guidelines were crafted to preclude a proliferation of the same units, in spite of having a variety of elevations approved. He further noted that staff can periodically provide the Commission with updates on unit sitings. Chair Bauer favored the latter as a build out monitoring aid, particularly with respect to key lots. Chair Bauer added that updates might help identify items deserving of more emphasis. Mr. Ossont pointed out that the Guidelines were also crafted to provide the Commission with authority to amend them, if needed. Commissioner Kaufman requested that sample materials and colors for roofing, brick and shingles be presented for Commission approval when available.

Regarding the HOA facility, Chair Bauer noted its design is incompatible with the traditional quality of the neighborhood. Commissioner Kaufman additionally noted that its flat design is out of character with the neighborhood and offers few interesting features. Mr. Cury responded by noting the proposed facility is compatible with the vernacular materials and its design seeks to emphasize the green building features inside and outside so that it becomes an educational focus in the community. Chair Bauer voiced support of the green building aspects, adding, however, that it is not sensitive to the streetscape. Mr. Cury pointed out, however, that the rendering presented does not accurately reflect recesses, shadows and columns, and that it is taken out of context with the surroundings such as the proposed landscaping.

Director Ossont commented on the direction given after the charrette and schematic development plan review process, which called for a unique facility and not the typical recreational building with a residential appearance. Chair Bauer suggested reviewing this item again at a later date with improved rendered colored elevations to include more in-context features and added details. Vice-Chair Levy additionally requested that the renderings include the elevations facing the pool area. The Commission discussed the language for additional conditions to reflect their discussion. Vice-Chair Levy commented on the difficulty pronouncing the name chosen for this development.

Vice-Chair Levy moved, seconded by Commissioner Winborne, to grant SP-07-0004 – Aventiene, Neighborhood 3, Phase I, FINAL PLAN APPROVAL, finding it in compliance with Zoning Ordinance §§ 24-160D.9(c), 24-170 and 24-171, with the following conditions:

1. The applicant shall obtain final storm water management (SWM) plan approval by the Department of Public Works, Park Maintenance and Engineering (DPWPM&E) prior to the issuance of site development permits, with the exception of the issuance of rough grading permits;
2. The applicant shall provide a list of final street names for the community for City and Maryland-National Capital Park and Planning Commission review and approval prior to the submission of final subdivision plats;
3. The applicant is to work with City staff and Montgomery County Ride-On regarding the review and approval of all bus shelter locations and routes;
4. The applicant shall receive final design approval from appropriate utility agencies, including, but not limited to, Washington Gas, PEPCO, Verizon, and WSSC prior to the recordation of final subdivision plats;

5. The applicant shall receive final approval letters from appropriate utility agencies, including, but not limited to, Washington Gas, PEPCO, Verizon, and WSSC prior to the issuance of Public Works permits. In the event the applicant does not receive final approval letters from the appropriate utility agencies prior to the issuance of Public Works permits, the applicant shall consent to grant any additional easements as may be required by any of these agencies;
6. The applicant is to provide final signing, lane marking, turning radii plans, lighting plans, paving and storm drain plans, grade establishment plans, and details to be reviewed and approved by the DPWPM&E prior to the issuance of Public Works permits;
7. The applicant shall submit a sign package to include, but not be limited to, entry feature signage to be approved by the Planning Commission as a future amendment to final plan;
8. Homeowner Association documents and covenants, including SWM maintenance agreements, are to be reviewed by staff for approval prior to the issuance of the first use and occupancy approval;
9. The applicant is to obtain any necessary permits/approvals from the Montgomery County Department of Permitting Services for access and/or safe conveyance of existing storm drainage from Fields Road prior to the issuance of rough grading permits, and to secure the release of the existing Montgomery County storm drain easement crossing the property prior to the recordation of final record plats;
10. The applicant is to provide any future lighting along Fields Road to be the same as is found along Washingtonian Boulevard;
11. The applicant is to submit the final design of raised crosswalks and other traffic calming measures to be reviewed and approved by the DPWPM&E prior to the issuance of Public Works permits;
12. All workforce housing units shall be constructed and operated in accordance with the MPDU/workforce housing regulations adopted on January 16, 2007; however, the control period shall be 20 years, and the purchaser may be required to tender a 10 percent deposit at the time of contract execution;
13. The applicant shall work with staff to redesign Fields Road and intersecting side streets within the property to address and resolve review comments from the Montgomery County Department of Public Works and Transportation (DPW&T). This may involve the granting of additional rights-of-way to accommodate shifts in alignment, and additional turn lanes, acceleration lanes and deceleration lanes;

14. The applicant shall obtain from Montgomery County review and approval of the roadway connection permits between the Montgomery County and the City portions of Decoverly and Diamondback Drives prior to the issuance of public improvement permits;
15. Block R of Aventiene Neighborhood 3, Phase I, will not be recorded, nor any building permits for these lots issued, until it has been confirmed that Montgomery County DPW&T will not mandate that the location of the Corridor Cities Transitway be along the side of Fields Road (rather than in the median of Fields Road);
16. In the event that Montgomery County DPW&T does not consent to the reconstruction of Fields Road with a 50-foot median or transfer the road to the City of Gaithersburg, the applicant must work with staff to redesign Fields Road to include a 50-foot buffer between housing units in Neighborhood 3 and the Corridor Cities Transitway alignment. Such redesign may require adjusting the location of housing units in Block R. Additionally, staff may require the applicant to provide additional landscaping or an earthen berm in this location;
17. In the event that Montgomery County DPW&T mandates that the Corridor Cities Transitway be located along the side of Fields Road (rather than in the median of Fields Road), any site plan or engineering plan approvals of the Block R portion of Aventiene Neighborhood 3, Phase I, will be null and void. Furthermore, any changes to the lots, alleys, etc., within this block, apart from the current proposed configuration, will have to be taken through the schematic development plan and site plan processes as well, including a revised noise study and noise mitigation plan;
18. The construction of the LEED certified community recreation building in Neighborhood 3 shall be completed prior to the issuance of a total of 400 building permits for the residential development in Neighborhoods 2 and 3;
19. The applicant shall submit letters of intent from offsite property owners to grant the necessary sewer and storm drain easement prior to the issuance of rough grading permits;
20. The applicant shall obtain all necessary approvals and permits from all local, county, state, and federal finding agencies prior to disturbing the stream valley buffer;
21. The applicant shall obtain all necessary approvals and permits for offsite impacts related to environmental waivers from offsite property owners and/or Montgomery County permitting agencies prior to the issuance of City development permits;

22. The applicant shall place all environmentally sensitive areas and forest conservation areas under a permanent conservation easement to be recorded on final subdivision plats;
23. The applicant shall receive approval of landscape plans from staff to include tree wells and Storm Water Pond 3 landscape enhancements prior to the issuance of Public Works permits;
24. The applicant is to submit the color palette and exterior materials for Planning Commission approval prior to the issuance of building permits; and
25. The applicant is to submit revised Neighborhood 3 clubhouse plans as an amendment to final plan for Planning Commission approval.

Vote: 5-0

SP-07-0001 -- Asbury Methodist Village
201 Russell Avenue
43 Single-Family Homes
FINAL PLAN REVIEW

R-90 Zone

Community Planning Director Schwarz located the site and introduced the applicant.

Architect for the applicant, Mark Bombaugh, Torti Gallas and Partners, Inc., presented the proposed plan, noting it includes 21 buildings containing 20 duplexes, and one single-family home for a total of 43 residential units on 10.5 acres. He discussed the traditional neighborhood design of the project, noting it is organized around one block that connects to the existing campus road network. He also discussed the pedestrian path linkage system, amenity space, streetscape, and other site plan items. He also presented the proposed elevations, noting the architectural features and materials.

Applicant representative Mike Reynolds, Asbury Methodist Village, responded to Chair Bauer's inquiries regarding the design around the storm water management pond in the northeastern corner of the site, as well as the southeastern corner where the southern storm water management pond is located. Community Planning Director Schwarz showed the locations of the proposed and existing landscaping.

Mrs. Schwarz voiced staff's recommendation for approval, noting the plan meets the approval criteria in the Zoning Ordinance, subject to the applicant's compliance with conditions that she listed.

Chair Bauer referenced Condition 3 and recommended a more robust resolution of the southern pond in terms of landscaping, noting that street trees should wrap around the corner to Goshen Road. Mrs. Schwarz pointed out there is dam where the water settles in that pond that will impede adding trees on the side of the dam. She noted that staff would consider the possibility of improving the side facing Goshen Road. Commissioner Hopkins commented favorably on the plan design.

Commissioner Kaufman moved, seconded by Commissioner Winborne, to grant SP-07-0001 - Asbury Methodist Village, FINAL PLAN APPROVAL, finding it in compliance with Zoning Ordinance § 24-170, with the following conditions:

1. Applicant is to comply with the conditions of Environmental Waiver Resolution R-81-07;
2. Applicant is to receive approval of the photometric and lighting plan, site plan, sediment control and final storm water management plan by DPWPM&E prior to the issuance of any permits;
3. Applicant is to receive approval of the final landscape and tree protection plan by the Planning and Code Administration and Environmental Affairs prior to the issuance of any permits;
4. Applicant to redesign Units #18 and #19 to obtain a six percent grade for the driveways prior to the issuance of any permits;
5. Applicant is to submit a lane marking and signage plan that will also delineate the fire lanes, to be approved by DPWPM&E prior to the issuance of any permits;
6. Applicant is to identify the height of the architectural drawings and add architectural grade shingles to the materials list for each house type; and
7. Applicant is to identify house types on the final site plan, prior to the issuance of any permits.

Vote: 5-0

CSP-07-002 -- 201 East Diamond Avenue
(Formerly Chris Steakhouse)
Four-Story Office Building
CONCEPT PLAN REVIEW

CBD Zone

Community Planning Director Schwarz located the property on an aerial photograph. She noted that the results of the August 2, 2007, Historic Preservation Advisory Committee (HPAC) review of this plan were not included in the Staff Comments, as the latter were prepared before the HPAC meeting. She reported the HPAC unanimously voted that the structure does not qualify for historic designation based on Zoning Ordinance § 24-226, although the structure partially meets the first criteria in terms of character, interest or value as part of the development and heritage of the City. She added that HPAC considered that the building has lost the architectural and historic integrity due to the many structural changes over the years.

Owner/Developer representative, Chuck Blessing, Jr., Inter-Continental Group, introduced the applicant's team.

Engineer for the applicant, Brian Donnelly, Macris, Hendricks and Glascock, P.A., presented and discussed the proposed plan, noting the building would fit to the limits of the lot on all four sides. He indicated that due to the small size of the lot, storm water management would not be required and a fee-in-lieu payment is proposed for forest conservation. He indicated that the first floor could be potentially retail use.

Mr. Blessing presented and discussed the proposed building elevations of all four sides and the streetscape, noting the building would be encroaching into the right-of-way of the existing

alley. He added that the existing basement would be utilized as well. Mr. Blessing discussed the floor plan and proposed sidewalk, and answered Chair Bauer's inquiries about a secondary means of egress and dumpster location.

The following was testimony from the public:

Richard Arkin, 121 Selby Street (speaking as an individual); *Cathy Dryzygula, 16 Walker Avenue* (speaking as an individual); *Judy Christensen, 6 Walker Avenue* (speaking for the Gaithersburg Historical Association Board); *David Savage, 27 Walker Avenue*; and *Peggy Murray, 4 Walker Avenue*, voiced concerns over the proposed building height, scale and materials, noting that the new building should reflect the vernacular.

Mr. Arkin called for a resubmission of the concept plan for a three-story building. Mrs. Christensen voiced the Gaithersburg Historical Association Board's recommendation for a height between two to three stories, in addition to the basement. Ms. Dryzygula was also concerned with an intense restaurant use on the first floor, as suggested by the size of the parking waiver request; the transition during construction, and the impact of the proposed building facade as viewed from Park Avenue. Mr. Savage favored a more traditional storefront for the building.

David Shayt, 15 Desellum Avenue, stated he was speaking as an individual, since the Olde Towne Advisory Committee, which he chairs, had not yet reviewed this plan. He indicated this is a good opportunity to further the revitalization of Olde Towne and to individualize the streetscape of Diamond Avenue, noting the particular importance of the T-location of the building with Park Avenue. He pointed out the proposed building is a logical improvement as it is located half-way between the existing higher structures, i.e., the Belt Building and the tower at the Fire Station.

However, Mr. Shayt voiced concerns over the proposed materials and narrow sidewalk. He called for more articulation on the façade, noting it needs more urbane aspects and more interest at the corner with wrap around features, e.g., a bay at the base. He suggested modifying the first story to provide more of a sidewalk experience with increased width and landscaping.

Community Planning Director Schwarz noted that a discussion of the building height and the height definition in the CBD Zone were not included in the Staff Comments posted on the City's website. She indicated that based on Zoning Ordinance § 24-160F.4.(a), it is City staff's opinion that the applicant would need a height waiver for five stories, which would include the basement. In response to Chair Bauer's comment on the Master Plan guideline of three stories, Director Ossont pointed out that the Master Plan does not reference the infill redevelopment of this and other locations in Olde Towne. Mrs. Schwarz voiced staff's recommendation for concept approval, subject to conditions that she listed.

Chair Bauer voiced his position to encourage the project to go forward, noting he would be in favor of granting a four-story height waiver to support a high-quality redevelopment building. He pointed out that this location demands a context-driven building, with special attention to the first floor, with awnings, windows, etc., and voiced his strong concern that the proposal lacks the urban detailing so needed in Olde Towne. He considered the concerns expressed over the building size and noted this could be mitigated with architectural finesse. He stressed the need for a wider front sidewalk and additional sidewalks to the side and rear, noting this is a precedent-setting project for Olde Towne.

Commissioner Hopkins was very concerned with the aesthetic appearance of the proposed building. However, he indicated he would support a fourth story as long as the roofline is significantly improved, suggesting dormers, windows, etc. Commissioner Kaufman shared the

above comments, noting this location is critical and demands a more interesting structure, original to Olde Towne. Vice-Chair Levy was additionally concerned over the height and modern look of the building, as well as the need for a second entrance in the rear. Commissioner Winborne did not support four stories in height, nor the architectural style proposed, noting it is not in keeping with the area.

At Chair Bauer's request, Director Ossont discussed issues relating to parking and staging of construction. Chair Bauer noted that this project should not be subject to a combined preliminary/final plan review. The Commission discussed language modifications to staff's recommended conditions and, noting that Condition 4 should be removed for concept plan approval and re-incorporated for preliminary plan review, moved as follows:

Vice-Chair Levy moved, seconded by Commissioner Kaufman, to grant CSP-07-002 - 201 East Diamond Avenue, CONCEPT PLAN APPROVAL, with the following conditions:

1. Applicant is to verify the boundary (in Maryland State Plain Datum) of the property prior to the submission of a final site plan;
2. Applicant is to continue to work with City Staff to finalize the parking study and parking waiver request analysis and the use of the parking on Lot 5, the Thomas Lot;
3. Applicant is to provide a staging plan for the construction of the property at the time of submission of a final site plan application;
4. Applicant is to continue to work with staff to enhance the site features and streetscape design; and
5. Applicant is to enhance the architecture as it relates to height, mass and context.

Vote: 5-0

IV. FROM THE COMMISSION

Vice-Chair Levy

Asked that applicants be given instructions that in making their presentations before the Commission, they identify the exhibits provided in the information packet that are pertinent to their presentation.

V. FROM STAFF

Planning and Code Administration Director Ossont

Referenced a previous action item regarding sheds on the parking lot at Kentlands Square, noting it has been removed.

Community Planning Director Schwarz

Reviewed upcoming meetings and events scheduled in September and October.

VI. ADJOURNMENT

There being no further business to come before this session, the meeting was duly adjourned at 11 p.m.

Respectfully submitted,

M. Gonzalez
Recording Secretary